

**REQUEST FOR PROPOSALS**  
ISSUED BY  
**THE CITY OF EL PASO**  
PURCHASING & STRATEGIC SOURCING DEPARTMENT

**SOLICITATION NO: 2015-707R**  
**TITLE: LIBRARY SELF-SERVICE CHECKOUT MACHINES**  
**LIBRARY DEPARTMENT**

**DATE ISSUED: FEBRUARY 24, 2015**

An original, signed, sealed, OFFER to furnish the goods and/or services set forth below will be received at the place indicated below, until:  
**2:00 PM, local time, WEDNESDAY, MARCH 18, 2015**

**NOTICE** When used in Request for Proposals, the terms 'Offer' and 'Proposal' and 'Offeror' and 'Vendor' are interchangeable.

**ADDRESS OFFERS TO:**  
**DIRECTOR**  
**PURCHASING & STRATEGIC SOURCING DEPARTMENT**  
**CITY OF EL PASO**

**MAIL TO:**

**CITY OF EL PASO** OR  
**PURCHASING & STRATEGIC SOURCING DEPARTMENT**  
**300 N. CAMPBELL, 1<sup>ST</sup> FLOOR**  
**EL PASO, TX 79901-1153**

**HAND DELIVER TO:**

**CITY OF EL PASO**  
**PURCHASING, 1<sup>ST</sup> FLO**  
**300 N. CAMPBELL**  
**EL PASO, TX 79901**

FOR ADDITIONAL INFORMATION CONCERNING THIS SOLICITATION, CONTACT:  
TERRENCE FREIBURG, PURCHASING AGENT  
Telephone: [915] 212- 1190 FAX: [915] 212-0044 Email: [FREIBURGTX@elpasotexas.gov](mailto:FREIBURGTX@elpasotexas.gov)

**EXPIRATION OF OFFERS**

The Offeror agrees, to furnish all items [supplies or services] at the prices offered, and delivered at the designated point or points, within the time set forth below, if this offer is accepted within ONE HUNDRED TWENTY [120] consecutive days from the date set for the receipt of offers.

**AMENDMENTS TO SOLICITATION**

Receipt of all numbered amendments to Solicitations must be acknowledged:

<u>AMENDMENT</u>	<u>DATED</u>	<u>AMENDMENT</u>	<u>DATED</u>	<u>AMENDMENT</u>	<u>DATED</u>	<u>AMENDMENT</u>	<u>DATED</u>
A001	_____	A002	_____	A003	_____	A004	_____
A005	_____	A006	_____	A007	_____	A008	_____

**OFFER SUBMITTED BY**

\_\_\_\_\_  
COMPANY NAME AS IT APPEARS ON ORGANIZATION CERTIFICATE ISSUED BY STATE IN WHICH COMPANY WAS ORGANIZED)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
P.O. BOX NUMBER

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER & FAX NUMBER - HIRE EL PASO 1<sup>ST</sup> LOCAL VENDOR REGISTRATION ID# \_\_\_\_\_

\_\_\_\_\_  
E-Mail address

☐ PLEASE CHECK PREFERRED ADDRESS FOR RECEIVING SOLICITATION DOCUMENTS.

**OFFER EXECUTED BY [PLEASE PRINT]**

\_\_\_\_\_  
NAME AND TITLE OF PERSON AUTHORIZED TO OBLIGATE COMPANY

\_\_\_\_\_  
SIGNATURE AND DATE OF OFFER

WITHOUT AN ORIGINAL SIGNATURE ON THIS OR OTHER DOCUMENT BINDING THE OFFEROR, THE OFFER WILL BE REJECTED

**NOTE:** AWARD OF THE CONTRACT RESULTING FROM THIS SOLICITATION WILL BE MADE TO THE SUCCESSFUL OFFEROR BY AN AUTHORIZED WRITTEN NOTICE, WHICH MAY BE IN THE FORM OF A LETTER NOTICE OF AWARD OR A PURCHASE ORDER ISSUED BY THE CITY OF EL PASO. THIS IS A ONE TIME CONTRACT ☐

**CITY OF EL PASO, TEXAS**  
**RFP: 2015-707R**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**LIBRARY SELF-SERVICE CHECKOUT MACHINES**  
**DUE DATE: MARCH 18, 2015**

## TABLE OF CONTENTS

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	<b>PAGE</b>
<b>PART 1 – GENERAL INFORMATION.....</b>	
1.1 Background Information.....	3
1.2 Solicitation Purpose.....	3
<b>PART 2 - NOTICES PROPOSERS.....</b>	
2.1 Public Disclosure Proposal Information.....	3
2.2 Bid Net Notification.....	3
2.3 Communications.....	4
2.4 Schedule of Events.....	5
2.5 Contract Term and Contracting Officer.....	6
2.6 Notices of Instruction to Offerors.....	6
<b>PART 3 - SCOPE OF WORK.....</b>	
3.1 Scope of Work and Minimum Requirement.....	9
<b>PART 4 - PROPOSAL FORMAT AND SUBMISSION.....</b>	
4.1 Proposal Format and Structure.....	11
4.2 Copies Required.....	13
4.3 Proposal Cost .....	14
<b>PART 5 – PROPOSAL EVALUATION.....</b>	
5.1 Evaluation Factors.....	16
5.2 Evaluation Factor Description.....	16
5.3 Evaluation and Award Process.....	17
<b>PART 6 - MANDATORY SUBMITTAL.....</b>	
6.1 Business Information Certification.....	
6.2 Indebtedness Affidavit.....	
6.3 Non-Collusion and Business Disclosure Affidavit.....	
6.4 Vendor Information Form.....	
6.5 W-9 Taxpayer ID Form.....	
6.6 Direct Deposit Sign-up Form.....	
<b>ATTACHMENT A - CONTRACT CLAUSES .....</b>	

**PART 1 – GENERAL INFORMATION**

**1.1 Background Information**

The El Paso Public Library (EPPL) system is currently made up of 12 branches, all of which house either standalone or table top self-checkout machines that work in conjunction with the Library’s Integrated Library System (ILS). The library ILS, Symphony, is a hosted SirsiDynix product. Self-checkout machines connect to the Symphony database via a SIP2 connection to the SirsiDynix SIP server. At present, the self-checkout machines check out items assigning due dates based on ILS policies, desensitize items using Electro-Magnetic or EM technology, print date due receipts, and inform patrons of items on hold and fines on their record. The self-checkout machines do not offer a fine pay option.

**1.2 Solicitation Purpose**

The EPPL system is in the process of remodeling their Irving Schwartz (IS) and Richard Burges Branches to increase the size and modernize the facility and its technology. The EPPL system is seeking to replace the standard circulation desk with a self-service circulation desk providing access to four self-service checkout stations per library with opportunity to upgrade the remaining sites in alignment with future renovations. In order to achieve this, EPPL would like to explore the opportunity to implement a self-service checkout machine that is integrated into the new circulation desk. The IS library will be modeled after and promote a self-service patron environment.

In addition, EPPL expects to achieve the following through use of a self-service circulation desk:

Self-service checkout technology will improve overall library service, freeing library staff from the circulation desk and allowing them to provide more personalized service to patrons. Staff will have more time to provide information services and programming. This will translate into better use of library resources and services and more loyal, repeat library customers.

**PART 2 - NOTICES TO PROPOSERS.....**

**2.1 Public Disclosure Proposal Information**

Offerors are cautioned that once a bid is opened, all information contained therein will be available to the **PUBLIC** unless the information is excepted from the requirements of Government Code Section 552.021 pertaining to Open Records.

The exception that allows the City to protect information that, if released, would give advantage to a competitor or bidder does not apply after the bidding is complete and the contract has been awarded. *Trade secrets, commercial or financial background data and privileged or confidential information* may be excepted from public inspection. If any information contained in your offer qualifies for an exception because it falls into one of the categories above it should be clearly marked “CONFIDENTIAL” and the basis of your claim of confidentiality should be stated. Data so identified will be maintained as a protected record. Offerors who claim that information contained in a bid should be protected from public disclosure after the award of the contract may be asked to support such claim if the City receives an Open Records request for the information and requests a determination by the Attorney General. [Rev. 04-03-98]

**2.2 Bid Net Notification**

NOTE: ANY CHANGES IN DUE DATE OR MATERIAL CHANGES FOR ANY RFP'S/SOLICITATIONS WILL BE POSTED ON THE SOLICITATIONS PAGE OF THE CITY OF EL PASO PURCHASING

DEPARTMENT'S WEBSITE: [http://www.elpasotexas.gov/financial\\_services/invitations.asp](http://www.elpasotexas.gov/financial_services/invitations.asp)

It is the bidder's responsibility to ensure that they have all pertinent information regarding solicitations, including all amendments prior to submitting their offer. Please check the website, even after submitting a bid, to ensure that you have all amendments as they may be posted at any time, up to and including the day of bid opening.

**Recommendation(s) for formal awards shall be posted on the City's website the Thursday afternoons prior to the Tuesday City Council Meeting wherein the recommendation shall be presented. Vendors are responsible for monitoring the City's website for said postings.**

## **2.3 Communications**

### **2.3.1 Cone of Silence/Anti Lobbying Policy**

The City's Cone of Silence/Anti Lobbying Policy was adopted to ensure a fair and competitive bidding environment by preventing communication between City officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a city contract.

The Cone of Silence period begins on the day that the request for proposal (RFP), request for qualifications (RFQ), or highest qualified bid (including best value and competitive sealed proposals) is advertised, or the day a source selection or the giving of a notice of a proposed project is made, and ends on the day that a recommendation of a contract award is placed on the City Council agenda.

**The Cone of Silence/Anti Lobbying Policy prohibits any communication or lobbying activities during the Cone of Silence period, by any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any the following:**

1. City Staff and City Consultants, including any employee of the City of El Paso, any person retained by the City of El Paso as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project.
2. City Officials, including the Mayor, Council Representatives and their respective staff.
3. Members of the City's Selection Committee, whether City employees or outside experts appointed or selected by the City.

**The Cone of Silence/Anti Lobbying Policy does not apply to:**

1. Questions of Process and Procedure, including oral communications with the Purchasing Manager or Contract Administrator, provided the communications are strictly limited to matters of process or procedure already contained in the solicitation document. A minimum of ten days will be provided for questions during solicitation unless otherwise stated in the Solicitation Schedule of Events in the documents.
2. Pre-Proposal/Pre-Bid Conferences, including oral communications at pre-proposal or pre-bid conferences, oral presentations before selection committees, contract negotiations, and public presentations made to the Mayor and Council Representatives during a duly noticed public meeting.
3. Written Communications, to the Purchasing Analyst/Agent identified in the solicitation.

A person who knowingly or intentionally lobbies in violation of the provisions of this policy, or who shall knowingly obstruct or prevent compliance with this policy shall be guilty of a misdemeanor.

Furthermore, any person who knowingly or intentionally violates the provisions of this policy, with respect to the solicitation or award of a discretionary contract may be prohibited by the city council from entering into any contract with the city for a period not to exceed three years.

### **2.3.2 Request for Clarification**

In order to meet the City's schedule it is extremely important that requests for clarification or additional information be submitted in writing no later than **March 5, 2015**. Questions submitted after this date may not elicit a response. All proposals or requests for clarification should be sent to the following:

#### ***BY E-MAIL***

TERRENCE FREIBURG  
PURCHASING AGENT  
Fax: (915) 541-4347  
Email: [FREIBURGTX@elpasotexas.gov](mailto:FREIBURGTX@elpasotexas.gov)

#### ***IN WRITING (MAIL OR HAND DELIVERY)***

City of El Paso  
Purchasing & Strategic Sourcing Department  
300 N. Campbell, 1<sup>ST</sup> Floor  
El Paso, TX 79901-1153  
Attn: TERRENCE FREIBURG

### **2.4 Schedule of Events**

The following Schedule of Events represents the City's estimate of the timetable that will be followed in connection with this solicitation:

<b>EVENTS</b>	<b>DATE AND/OR TIME</b>
Release Request for Proposal	2/24/2015
Last Day for Offerors to Submit Written Questions	3/05/2015
Answers provided	3/10/2015
Submission of proposals	3/18/2015
Evaluations	4/08/2015
Presentations & Best & Final Offers (If Requested)	4/15/2015
Contract Award Date	TBD

The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the City will communicate adjustments to any event in the Schedule of Events in the form of an amendment. Amendment to this RFP will only be issued and posted on the City's website at: [http://www.elpasotexas.gov/financial\\_services/invitations.asp](http://www.elpasotexas.gov/financial_services/invitations.asp)

### **2.5 Contract Term (Initial and Option Terms)**

The successful Respondent(s) shall complete all work hereunder within the terms of the contract. The initial contract period shall be for five (5) years from the Effective Date of the Contract, e.g., the date on which the original Contract is executed by the City of El Paso (the "Initial Term").

#### **Option Terms**

The City of El Paso shall have the option to extend the term of the Contract for up to three (3) additional terms of one (1) year each. The total contract period shall not exceed eight (8) years from the City of El Paso RFP #2015-707R effective date of the Contract. The City Manager or designee may extend the option to extend.

### **Contracting Officer (CO) and Contracting Officer's Representative (COR)**

Acceptance of services will be the responsibility of the Contracting Officer (CO), who also serves as City of Paso Purchasing Director, or designee. The Contracting Officer is responsible for final approval and acceptance of all services rendered. Upon contract execution, the Contracting Officer will delegate a Contracting Officer's Representative (COR) and Department Contracts Administrator(s) (DCAs) to assist with the administration of the resultant Contract.

## **2.6 Notices of Instruction to Offerors**

### **1. Signature of Offer to person Authorized to Sign**

All offers shall bear an original signature, in ink, of a responsible officer or agent of the company. Failure to sign the OFFER portion of the SOLICITATION, OFFER AND AWARD form, or to include a substitute signed document binding the offeror, will be the basis for declaring a proposal non-responsive.

### **2. Effective Period of Proposals**

Proposals should expressly state that the offer will remain in effect until at least 120 consecutive days from the date set for the receipt of offers and may be accepted by the City of El Paso at any time on or before such date.

### **3. Required Number of Copies**

Offer (bid or proposal) must be submitted in original form with five (5) additional copies, unless otherwise stated herein.

### **4. Offer Submission Instructions**

**OFFER MUST BE SEALED WHEN PRESENTED TO THE PURCHASING DEPARTMENT.** Offers will be received by the City of El Paso until **2:00 P.M., local time, on WEDNESDAY. MARCH 18, 2015.** **Proposals will not be publicly opened and read aloud.**

### **5. Addressing Instructions**

The envelope containing the offer must be addressed as follows:

CITY OF EL PASO  
PURCHASING & STRATEGIC SOURCING DEPARTMENT  
300 N. CAMPBELL, 1ST FLOOR  
EL PASO, TEXAS 79901-1153  
ATTN: PURCHASING DIRECTOR

Also, write the Request for Proposal Number, Request for Proposal Title, Proposal Title, and Proposal

Opening clearly on a visible section of the envelope.

### **6. Labeling Of Proposals/Bids [Rev 6/15/05]**

**The Due Date and Solicitation Number must be written on the outside of the package containing the offer.** The City Purchasing Division may open any unlabeled submittal to identify it

properly. Offerors are required to identify their package to protect the integrity of their proposals and to fully avail themselves of the evaluation and selection process.

## **7. Offeror Delivery Responsibility**

Bids received at the Purchasing Office after the specified date and time will not be accepted. Package delivery services such as FedEx, UPS, etc. deliver packages addressed to the Director of Purchasing directly to the Purchasing Department. U.S. Postal Service deliveries, including Express Mail, are only delivered to the Mail Room at City Hall and may or may not be delivered by the Mail Room to the Purchasing Division by the time and place proposals are recorded. The offeror accepts all responsibility for delivering its offer to address stated above within the specified time or the offer will be considered non-responsive and will be mailed back unopened. If the envelope does not reflect a return address, it will be opened for the sole purpose of obtaining the return address.

## **8. Descriptive Literature**

Descriptive literature, where applicable, containing complete scope of services or other information sufficient for the City to determine compliance with the specifications must accompany each proposal, in DUPLICATE. If an Offeror wishes to furnish additional information more sheets may be added.

The City is not responsible for locating or securing any information that is not identified in the offer and reasonably available to the City, and the City will not be responsible for locating or securing information not included with the offer. In conducting its assessment the City may use data provided by the Offeror and data obtained from other sources, but while the City may elect to consider data obtained from other sources the burden of providing thorough and complete information rests with the Offeror.

## **9. Offer Documents, Supporting Literature and Related Data**

Related data, where applicable, will be made part of the proposal. All documents, literature and related data submitted as an offer become the property of the City of El Paso.

## **10. Alternate Offers**

The City of El Paso is not accepting alternate proposals for review, evaluation and/or consideration.

## **11. Solicitation Changes or Clarifications**

Requests for changes or clarifications to this solicitation are welcomed by the Purchasing Department for its consideration, provided the requests are in writing and received by **March 5, 2105**. Requests received after that time may not elicit a response. Refer to REQUESTS FOR CLARIFICATION in Communication Section for more details.

## **12. Acknowledgement of Solicitation Amendments**

All Amendments will be acknowledged on the *Solicitation of Offers* form (first page of this solicitation). Failure to do so may cause the proposal to be rejected. It is the Offeror's responsibility to ensure that all information regarding the RFP, including all amendments, is included in the offer. Amendments may be posted at any time up to and including the due date.



### **13. Proposal/Bid Preparation Cost**

This solicitation does not commit the City of El Paso to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified. This RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of El Paso to pay for any costs incurred in the preparation of a formal presentation, or for any costs incurred prior to the execution of a formal contract.

### **14. Additional Information**

For further procedural information concerning this Request for Proposal contact the point of contact for contract administration (refer to in the Communication Section for contact details).

### **15. Contract Performance**

The Respondent shall be responsible for the completion of all work set out in the Contract and task orders. All work is subject to inspection, evaluation, and acceptance by City of El Paso. City of El Paso may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the Contract

### **16. Notification to Unsuccessful Offerors**

All awards are made by the City Council of the City of El Paso. All City Council agenda are posted on the City of El Paso's Web Page for review by all Offerors. The URL is: <http://www.elpasotexas.gov>.

### **17. Acceptance or Rejection of Proposals**

The City reserves the right to accept or reject any or all proposals, to waive all minor technicalities, and to accept the proposal or proposal determined to be the most advantageous to the City. Additionally, the City may accept a proposal subject to an exception if, in the sole judgment of the City, the proposal meets or exceeds the City's specifications.

### **18. Failure to Respond to Solicitations**

Any offeror who fails to respond to three consecutive solicitations will be purged from the mailing list. It is the offeror's responsibility to remain on the mailing list under his requested commodity classes.

### **19. Time**

[RESERVED]

### **20. Debriefing Requests**

A written request for a debriefing should be directed to the Analyst identified in **Request for Clarification in Part 2, Item 2.3.2** within five (5) days after the date of award. Debriefing requests will be scheduled with the appropriate evaluation committee and Purchasing representative.

Only an Offeror who has actually submitted a proposal may appeal an award decision.

## 21. Protest

Failure to follow the requirements of the Protest procedures established by the City of El Paso, Texas, shall

constitute a waiver of all protest rights. Protest must be made after the Council agenda has been posted and by 5 p.m. the day before the Council meeting in which the award will be made. The Offeror must write a letter to Bruce D. Collins, Purchasing Director, using the phrase "Proposal Protest" to the address listed above. Protest must be sent by certified or registered mail or delivered in person. Note: the recommendation for award is posted on the City's website at least 72 hours before each Tuesdays Council meeting.

The written protest should include 1) the Request for Proposal number and should clearly state, with particularity, the relevant facts believed to constitute an error in the award recommendation, or desired remedy; 2) a specific identification of the statutory or regulatory provision that the Protesting Offeror alleges has been violated and the provisions entitling the Protesting Offeror to relief; 3) a specific factual description, with particularity, of each action by the City that the Protesting Offeror alleges to be a violation of the statutory or regulatory provision that the Protesting Offeror has identified pursuant to item (2) of this paragraph (mere disagreement with the decisions of City employees does not constitute grounds for protest). If there is no disputed issue of the material fact, the Protest must indicate this as well.

Only the information provided within the protest period will be considered for response.

## **PART 3 - SCOPE OF WORK .....**

### **3.1 SCOPE OF WORK AND MINIMUM REQUIREMENTS**

#### SCOPE OF WORK

The EPPL system is requesting a solution that will include hardware, software, installation, staff training and on-going support and maintenance.

#### 3.2 Specifications

3.2.1 All products proposed by the vendor shall be UL certified

3.2.2 Vendors shall be able to demonstrate a proven ability to provide and implement real-time integration with the EPPL ILS Symphony through a SIP2 socket connection.

3.2.3 Self-checkout system shall:

- a. appear to be seamlessly integrated into the circulation desk, not sit atop the counter or be a standalone model
- b. be in compliance with ADA guideline 4.15.4 for wheelchair clearance and ADA guideline 4.34.3 for reach range standards.
- c. have the ability to check items out to patron accounts based on their account status, denying patrons checkout for the following reasons
  1. Charge privileges denied
  2. Renewal privileges denied
  3. Hold privileges denied
  4. Card reported lost
  5. Excessive outstanding fines
  6. Too many items charged
  7. Too many items overdue
- d. have the ability to print a date due receipt for the patron reference

- e. provide receipt printing customizable to incorporate library identity, hours, and so forth. Staff members must be able to make these changes easily without going back to the vendor.
  - f. have the ability to renew items according to ILS policies including those that are not present or scanned by the patron
  - g. have the ability to desensitize materials using EM technology
  - h. have the ability to open the following media cases
    - 1. Alpha S3 Single DVD Security Box
    - 2. Alpha S3 Double DVD Security Box
    - 3. Clear-Vu One-Time Playaway Case with Security Option
  - i. have dual touch screen monitor set-up, one for the patron and the other facing behind the circulation desk for library employee to assist if needed
  - j. have the ability to support both English and Spanish languages
  - k. provide customizable custom messaging, instructions and on-screen announcements
  - l. be able to process circulation transactions while offline; either via its own caching functions or in communication with the ILS system's offline functionality.
  - m. have the ability to securely process cash or credit card payments and provide the following:
    - 1. customizable payment receipts that are printed separate from checkout/date due receipts
    - 2. a seamless bill pay user interface integrated into the self-service process
    - 3. the ability for patrons to pay partial or full payment of the fines
  - n. provide audible and visual feedback to patrons as they are interacting with the user interface
- 3.2.4 Replacement of malfunctioning hardware must be provided by the vendor the next business day
- 3.2.5 Vendor must provide on-site staff training upon installation
- 3.2.6 All equipment and software shall have a minimum 36 month warranty
- 3.2.7 Service shall be performed by fully trained and manufacturer certified service provider
- 3.2.8 Vendors shall provide on-site service during EPPL normal operating hours as follows
- 1. Sunday 12:00 pm – 6:00 pm
  - Monday through Thursday 10:00 am – 7:00 pm
  - Friday 11:00 am – 6:00 pm
  - Saturday 10:00 am – 6:00 pm
  - 2. Extended service hours shall be available for machines when necessary
  - 3. Vendor shall provide a quote for cost of services provided outside normal working hours, including night, weekend and holidays
- 3.2.9 System shall provide performance monitoring and usage statistics as follows:
- a. performance statistics are accessed via a Web interface. Data must be broken down by self-check station and day of the week and hour of the day.
  - b. reports of circulation are provided, including number of successful and unsuccessful transactions and length of transaction. Data must be available by month, week, day, hour and a customizable date range.
  - c. reports of patron usage are provided, including both successful and blocked transactions. Data must be available by month, week, day, hour and a customizable date range
  - d. statistical data can be exported to Microsoft Excel, Microsoft Access or as a PDF document.

- e. offer Web based remote monitoring and diagnostics, including instant e-mail notification, monitoring of check-in and checkout rates, Web based troubleshooting and configuration.

### 3.3 Equipment Specifications

- 3.3.1 Self-checkout shall be compatible with the SirsiDynix ILS Symphony
- 3.3.2 Self-checkout shall be compatible with a SIP2 connection. The connection configuration must allow a login, password, and location (library).
- 3.3.3 Media devices shall work with:
  - 1. Alpha S3 Single DVD Security Box
  - 2. Alpha S3 Double DVD Security Box
  - 3. Clear-Vu One-Time Playaway Case with Security Option
- 3.3.4 Desensitizer shall work with:
  - 1. Sentry Security Strips for Hardcover Books
  - 2. Sentry Security Strips for CDs and DVDs
- 3.3.5 The system must support the use of both Codabar and Code 39 barcodes for bibliographic items and patron IDs, with the ability to interpret a minimum of 14 digits. Barcode numbers on items or patron IDs should be able to be scanned or manually entered into the system.
- 3.3.6 Self-checkout system shall use Windows 7
- 3.3.7 Self-checkout system shall have a coin/bill acceptor to allow for cash payments
- 3.3.8 Credit/debit payment system must be compliant with the PCI Data Security Standard (PCI-DSS)
- 3.3.9 Dual monitors shall be no smaller than 19"
- 3.3.10 The proposer should supply a sample annual maintenance contract with estimated costs

### 3.7 Questions

- 3.7.1 Is the system capable of allowing patrons to update account information during a self-check transaction, for example changing email addresses and phone numbers?
- 3.7.2 Can the system notify a staff person when a patron is blocked in any part of the transaction? Can the notification be in a pop-up window that appears on a staff computer, or the staff-side monitor in real time?
- 3.7.3 Does the system support email receipts? Can patrons chose an option of paper, email or no receipt?

## 4.1 Proposal Format and Structure

All submissions must follow the submission guidelines below. The City reserves the right to reject proposals not in compliance with these requirements.

- 1. Use fonts no smaller than Times New Roman, 10 point. Maximum length including title page, the entire proposal, and appendices should not exceed 100 pages but may be required in some instances.
- 2. All pages must be numbered.
- 3. Address qualifications criteria in the order presented in PART 5 – PROPOSAL EVALUATION.
- 4. Major sections must have page breaks between them and the following sections.

5. The proposal must be signed and titled by a duly authorized representative of the Offeror.

In addition, the City requires that all proposals contain the following:

6. Title Page – Clearly label with the RFP number, RFP title, Offeror's name, mailing address, and fax number, and the name, telephone number, and email address of a contact person.
7. Table of Contents – Identify the page location of each major section.
8. Introduction – Provide brief narrative of background and general qualifications of the Offeror, including any experience with services/products similar in scope and/or size to those requested in this RFP.
9. Offeror's Proposal – Include all pages from this Request for Proposals in addition to any other materials submitted by the Offeror. State in succinct terms the Offeror's understanding of the services to be provided and how the Offeror anticipates being able to meet the scope of work as delineated within Part 3 Scope of Work.
10. Contract Clauses and Forms – Include all pages and completed forms. In addition to the above information, describe any prior or pending litigation, civil or criminal, involving a governmental agency or which may affect the performances of the services to be rendered. This includes any instances in which the Offeror or any of its employees, subcontractors, or sub-consultants is or has been involved within the last three years.
11. Client list – for historical purposes, please provide the name and addresses of organizations that have used your company for similar products/services within the last five years.
12. Response must demonstrate your comprehension of the objectives and services from the RFP. Do not merely duplicate the Scope of Work as presented within this RFP.
13. Appendices – include any additional information that the Offeror deems important to the decision process but that is not specified elsewhere in the RFP.
14. Identify by name and title the individual responsible for the administration of the project. (That is, the individual who has the responsibility to oversee the contract, not a firm's contract negotiator, etc.)
15. Identify the project organization and staffing. A project organizational chart is to be provided, along with resumes of the personnel assigned to the project. Level of staff for work to be performed under this Contract. Proposals must describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive experience directly related to this RFP. A response prepared specifically for this RFP is required. Marketing resumes often include non-relevant information that may detract from the evaluation of a proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the requirements of this RFP.
16. A list of references that can be contacted to discuss the performance on similar work. If available, provide a sample of comparable data your firm has generated for a similar project.

References that are not relevant to RFP should not be included. Therefore, the References provided should be directly related to the requirements in the SOW. The City is particularly interested in government references. The City may obtain other information by sending out

questionnaires and/or through other sources. References other than those identified by the Offeror may be contacted by the City with the information received used in the evaluation.

The Offeror shall provide references from at least three contracts, within the last three years that are similar in size, scope and complexity to Part 1 – LIBRARY SELF-SERVICE CHECK-OUT MACHINES.

17. Additional Information. Offerors are asked not to include loose brochures (e.g. general marketing material). BROCHURE MATERIAL WILL NOT BE CONSIDERED FOR REVIEW. Only pertinent information should be submitted.

#### **4.2 Copies Required.....**

Paper – One (1) complete, original copy (signed in blue ink where required) and **Five (5) copies**, both contained in a single sealed submission. All responses shall contain those pages on which prices, other information, or signatures are required.

Electronic – One (1) electronic copy on a CD-ROM or flash drive. Format of the electronic copy must be either .doc (readable by Microsoft Word 2007 or 2010) or .pdf (readable by Adobe Reader 9). The content of the electronic file shall be an exact submission of the hard copies of the proposals (i.e., documents should bear signatures, where applicable and be filled out entirely). In event of discrepancy/conflict between the hard copy and electronic copy, the hard copy will govern.

#### **4.3 Proposal Cost .....**

The initial term of this contract shall be for **five (5) years** with the option to extend the term of the contract for up to three (3) additional terms of one (1) year each. The total contract period shall not exceed eight (8) years from the City of El Paso RFP #2015-707R effective date of the Contract. The City Manager or designee may extend the option to extend.

##### **4.3.1 Proposal Cost**

Offerors should include the total cost of the LIBRARY SELF-SERVICE CHECKOUT MACHINES. Assumptions made by the Offerors about the needs, functions and/or requirements of the City, outside of those contained in this solicitation or provided to Offerors subsequent to the issuance of this solicitation, and used to calculate costs should be clearly noted in the response.

#### **Contract Type – Fixed Price Indefinite Delivery, Indefinite Quantity (IDIQ)**

This is a fixed price, Indefinite Delivery, Indefinite Quantity type contract, in which Purchase Orders for self-service checkout machines will be issued throughout the term of this contract as future Library renovations are completed. The awarded vendor will be required to deliver, install, train library staff and provide support/maintenance of all said machines for the awarded price throughout the term of this contract. Individual Delivery Orders will be issued throughout the term of the contract.

This is a indefinite-delivery requirements contract for the supplies and/or services specified and effective for the period stated in this solicitation. The quantities of services specified in this solicitation are estimates only and are not purchased by the resultant contract. If the quantities described as “estimated” or “maximum” in this solicitation are not actually ordered, that fact shall not constitute the basis for an equitable price adjustment.

## Proposal Cost

Item	Description	Estimated Quantity		Unit Price (C)	Total Price (5 years) (D)
1.	Hardware Cost – Self-Service Checkout Machine	Minimum (A)	5 Year Maximum (B)	(C)	(B) X (C) = D
	State Brand _____	8	48	\$_____ per machine	\$_____
2.	Software/License Cost	8	48	\$_____ per machine	\$_____
3.	Implementation Costs	8	48	\$_____ per machine	\$_____
4.	<u>Training Costs</u> –Identify # days and/or hours (include any transportation costs, accommodation costs, etc.)	8	48	\$_____ per machine	\$_____
5.	Support/Maintenance	8	48	\$_____ per machine	\$_____
<b>TOTAL COST (5 YEARS) (PART A)</b>					<b>\$_____</b>

## **PART B - OPTIONAL AWARD (Years 6 -10)**

6 <sup>TH</sup> – 10 <sup>TH</sup> Year, Software License Cost	(A) \$_____ per year per machine	(B) 5 years	(A) X (B) = 5 yr. Total \$_____ Total (5 year cost)
6 <sup>th</sup> – 10 <sup>th</sup> Year, Support & Maintenance Cost	\$_____ per year per machine	5 years	\$_____ Total (5 year cost)
<b>TOTAL COST (Years 6 – 10) (PART B)</b>			<b>\$_____</b>

## **PAYMENT TERMS & CONDITIONS**

**NOTE:** All vendors must accept an ACH payment effective immediately. Vendors must fill-out the attached Accounts Payable Direct Deposit Sign-Up Form located in Part 6 of this document to facilitate the Automated Clearing House (ACH) payment process.

### **Contract Payments**

All contract payments shall be made in accordance with the Contract's invoice payment terms. The City of El Paso will make no advance payments for the goods and/or services that are subject of this RFP, unless otherwise noted in the Form of Contract. Invoices may be submitted on no more than a monthly basis. Invoices submitted for services rendered shall be forwarded to:

Accounts Payable  
City of El Paso  
Office of the Comptroller  
300 N. Campbell, 1<sup>st</sup> Floor  
El Paso, TX 79901

### **Prompt Payment:**

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices are to be submitted in single copy to the appropriate Department. Invoices are to be submitted in single copy to the appropriate Department.

Payment Terms:                      Please mark appropriate block.

_____ % - 10 Days	<input type="checkbox"/>
_____ % - 20 Days	<input type="checkbox"/>
_____ % - 30 Days	<input type="checkbox"/>
<u>Net</u> - 30 Days	<input type="checkbox"/>

**Late Payment fees will incur at the State of Texas statutory rate.**

## **FEDERAL MINIMUM WAGE**

The current Federal minimum wage shall be required by the City of El Paso for any contracts requiring an hourly wage rate as part of the bid. In such cases, the awarded vendor's employees shall be paid, at a minimum, the federally mandated minimum wage and the vendor shall be required to submit certified payrolls, when requested, to verify the wage rate requirement.

If the federally mandated minimum wage is increased during the term of this contract, Contractor may submit a written request for a price adjustment. The City will consider an adjustment only to the extent shown by the Contractor to be necessary to meet increased federal requirements for minimum wage employees included in the bid.



## PART 5 - PROPOSAL EVALUATION.....

### 5.1 Evaluation Factors

The proposal evaluation process is designed to award the contract, not necessarily to the Respondent of least cost, but rather to the Respondent with the best combination of attributes (i.e., qualifications and experience, cost) based upon the evaluation factors specifically established for this RFP.

Respondents must provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Respondent's information to the Evaluation Factors which will demonstrate the Respondent's understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals.

Proposals will be evaluated based on the following Evaluation Factors:

EVALUATION FACTORS	MAXIMUM POINTS
A. Fee Proposal	35 Points
B. Quality of Response to Proposal	30 Points
C. Replacement, Supply and Response Time	20 Points
D. Response of References	15 Points
<b>TOTAL</b>	<b>100 Points</b>

**The establishment, application and interpretation of the above Evaluation Factors shall be solely within the discretion of The City of El Paso ("the City").** The City reserves the right to determine the suitability of proposals on the basis of all these factors.

### 5.2 Evaluation Factor Description

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

#### EVALUATION FACTOR A

**Proposal Cost (Bid Form – Section A) .....35 Points**

Provide detailed information on cost submitted such as installation and maintenance cost, and performance guarantees. As part of the requirement to establish the responsibility of the offer, the City of El Paso may determine the reasonableness of the price(s) at which the services are offered. Prices which are significantly lower than the mean of all offers, and appear to be unreasonably low, may be determined to be evidence of non-responsibility, and cause the offer to be rejected. Formula for determining the cost score is divide the low bid by each higher bid multiplied by the cost criteria percentage or points which equals the corresponding percentage or points of each vendor's cost score.

## EVALUATION FACTOR B

### **Quality of Response .....30 Points**

Contents of vendor proposal shall be in compliance with the requirements outlined in the RFP and shall offer proof of vendor's ability to serve as a one source company for the City and Library, with a sample warranty, certifications and contract examples.

## EVALUATION FACTOR C

### **Replacement, Supply and Response Time..... 20 Points**

Provide a detailed description and methodology for project approach and delivery timeline, quality and performance of the equipment and maintenance, supply and response time. The receipt, installation and replacement of equipment will require a preapproved delivery schedule and build-out timeline.

## EVALUATION FACTOR D

### **Response of References.....15 Points**

Vendor shall demonstrate extensive experience with effectiveness and reliability in at least three (3) municipalities or organizations of the same size. The following questions will be presented to the references you list:

1. How well and how quickly does the company/organization resolve/respond to problems or issues? (5pts)
2. What was your perception of the company's knowledge for implementing the requested solutions and integrating them into your current systems? (5pts)
3. Based on your overall satisfaction with the company, how likely are you to recommend this company to someone else? (5pts)

Note: Score for each reference will be determined by dividing the total score by 3 (i.e. 15 total points ÷ 3 = 5.0 points per reference).

### **MAXIMUM TOTAL POSSIBLE POINTS..... 100 Points**

## **5.3 Evaluation and Award Process-General Information**

- A. All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the City's minimum specifications, shall render the offer non-responsive to the solicitation.
- B. Any award made under this solicitation shall be made to the Offeror who provides goods or services, other than professional services as defined by Section 2254.002 of the Government Code, that are determined to be the most advantageous to the City. Factors to be considered in determining the proposal most advantageous to the City are included below.
- C. Prompt payment discounts will be considered when determining the apparent lowest Offeror, providing the City is allowed at least ten (10) days in which to take advantage of the discount.

### **5.3.1 Evaluation and Award Process**

As part of the requirement to establish the responsibility of the Offeror, the City of El Paso may perform a price analysis to determine the reasonableness of the price(s) at which the supplies and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be evidence of non-responsibility, and cause the Offer to be rejected.

- A. The Evaluation Committee shall be established to evaluate proposals based solely on the 2015-707R, LIBRARY SELF-SERVICE CHECKOUT MACHINES

Evaluation Factors set forth below. Factors not specified in the RFP will not be considered. The City reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals will be evaluated on an individual basis against the requirements stated in the RFP.

- B. Minor problems of completeness or compliance may be called to the attention of Offerors for clarification. Substantial deviations from specifications or other requirements of this RFP will result in disqualification of the proposal.
- C. Cost will not be the only consideration in the selection of short listed proposals. Detailed evaluation of proposals will involve a determination of the most favorable combination of various elements contained in this RFP. The selection of the ultimate winning proposal will be based upon what the evaluators believe to be most advantageous to the City.
- D. During the evaluation process, the City reserves the right, where it may serve in the City's best interest, to request additional information or clarifications from Offerors, or to allow corrections of errors or omissions.
- E. After evaluations, the Evaluation Committee will determine a short list also known as competitive range. The short list/competitive range include the proposals that have a reasonable chance of being selected for award considering all aspects of the RFP. The City may request Best and Final Offers (BAFO) and negotiate with the Respondent(s) who fall within the short list/competitive range. If required, only those Respondents within the short list/competitive range may be selected for an oral presentation and/or interview.
- F. The presentation/interview process will be arranged by the Evaluation Committee for purposes of discussion and/or clarification. Points may be deducted or added to the Respondent's preliminary score as deemed necessary by the Evaluation Committee.
- G. The City reserves the right to negotiate the final scope of services, price, schedule, and any and all aspects of this solicitation with all Respondents in the competitive range. Once negotiations are complete, the City shall establish a common date and time for the submission of Best and Final Offers. If a Respondent does not submit a notice of withdrawal of its offer, or a Best and Final Offer, the Respondent's immediate previous offer shall be construed as its best and final offer.
- H. The best and final offers shall be evaluated in essentially the same manner as the initial offers. The contract shall be awarded to the responsible Respondent whose qualifications, price and other factors considered, are the most advantageous to the City.
- I. The City reserves the right to award this contract to one Respondent, to make multiple awards and to award without discussions. The city may reject any or all offers if such action is in the City's interest, award contract other than to the lowest respondent, waive informalities and minor irregularities in offers received, and award all or part of the requirements stated.
- J. Proposals that are considered non-responsive will not receive consideration. The City reserves the right at any time during the evaluation process to reconsider any proposal submitted. It also reserves the right to meet with any Respondent at any time to gather additional information. Furthermore, the City reserves the right to delete, add or modify any aspect of this procurement through competitive negotiations up until the final contract signing.
- K. The successful Offeror's proposal will be incorporated into the final contract. Any false or misleading statements found in the proposal will be grounds for disqualification or contract

termination. Submission of a proposal indicates acceptance by the Offeror of the conditions contained in this RFP, unless clearly and specifically noted in the proposal and confirmed in the contract between the City and the Offeror selected.

**PART 6 - MANDATORY SUBMITTALS .....**

- 6.1 Business Information Certification .....
- 6.2 Non-Collusion and Business Disclosure Affidavit .....
- 6.3 Indebtedness Affidavit.....
- 6.4 Vendor Information Form.....
- 6.5 W-9 Taxpayer ID Form.....
- 6.6 Direct Deposit Sign-up Form.....

**Attachment "A" - CONTRACT CLAUSES.....**

## Responsibility Determination

The responsibility determination includes consideration of a Respondent's integrity, compliance with public policy, past performance with the City (if any), financial capacity and eligibility to perform government work (e.g., debarments/suspension from any Federal, State, or local government). The City reserves the right to perform whatever research it deems appropriate in order to access the merits of any Respondent's proposal.

### A. Financial Capacity Determination

#### FINANCIAL INFORMATION

**Financial Statements.** Please provide financial statements for your organization for at least the last two (2) fiscal years as follows:

If a **publicly** held organization:

- (1) Consolidated financial statements as submitted to the Securities and Exchange Commission (SEC) on Form 10K.
- (2) The most recent Forms 100 since the last Form 10K was submitted.
- (3) Any Form 8K's in your last fiscal year.

If a **privately** held organization:

- (1) Balance sheet for your last two fiscal years certified by an independent Certified Public Accountant.
- (2) Statement of income of your last two fiscal years certified by an independent Certified Public Accountant.

Management discussion and analysis of your organization's financial condition for the last two years indicating any changes in your financial position since the certified statements were prepared.

If not considered proprietary, any recent Management Letters.

#### **Evidence of Financial Responsibility.**

Submit evidence of financial responsibility. This may be a credit rating from a qualified firm preparing credit rating or a bank reference.

The City reserves the right to confirm and request clarification of all financial information provided (including requesting audited financial statements certified by an independent Certified Public Accountant), or to request documentation of the Offeror's ability to comply with all of the requirements in the Proposal Documents.

Incomplete disclosures may result in a proposal being deemed non-responsive.

Note: Dun & Bradstreet has the capability to obtain information on past performance on specific contractors. Accordingly, the City may require Offerors to provide a copy of a recent past performance report prepared by Dun & Bradstreet. The Past Performance Evaluation Report provided to the Offeror by Dun & Bradstreet shall be submitted, not later than 14 calendar days after request by the City. The Offeror shall be responsible for the cost of Dun & Bradstreet's preparation of the report.

## **B. Technical Capacity Determination**

The City may conduct a survey relating to the Respondent's record of performance on past and present projects that are similar to the scope of work identified in this RFP, which may include services/projects not identified by the Respondent. The City reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal. Such research may include, but not necessarily be limited to, discussions with outside Respondents, interviews and site visits with the Respondent's existing clients and analysis of industry reports. The City will make a finding of the Respondent's Technical Resources/Ability to perform the RFP scope of work based upon the results of the survey.

A Respondent will be determined responsible if the City determines that the results of the Technical Resources/Ability survey reflect that the Respondent is capable of undertaking and completing the RFP scope of work in a satisfactory manner.



## **SECTION D FORMS**

### **BUSINESS INFORMATION CERTIFICATION**

Mark all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Manufacturer or Producer | <input type="checkbox"/> Disadvantaged Business Enterprise   |
| <input type="checkbox"/> Wholesaler               | <input type="checkbox"/> Asian - Pacific American  |
| <input type="checkbox"/> Retailer                 | <input type="checkbox"/> Black American  |
| <input type="checkbox"/> Franchised Distributor   | <input type="checkbox"/> Hispanic American   |
| <input type="checkbox"/> Factory Representative   | <input type="checkbox"/> Native American   |
| <input type="checkbox"/> Other _____              | <input type="checkbox"/> Woman Owned Business  |
| <input type="checkbox"/> Large Business           | <input type="checkbox"/> Handicapped   |
| <input type="checkbox"/> Small Business           | <input type="checkbox"/> Local Business Enterprise   |
|   | <input type="checkbox"/> HUB State Certified Historically Underutilized Business<br>(please furnish copy of Certification) |

**SMALL BUSINESS CONCERN:** Less than \$1,000,000.00 in annual receipts or fewer than one hundred [100] full time employees.

**DISADVANTAGED BUSINESS ENTERPRISE:** At least fifty-one percent [51%] owned by one or more socially disadvantaged individuals, or a publicly held corporation with at least fifty-one percent [51%] of the stock owned by one or more such individuals.

**WOMAN-OWNED BUSINESS:** At least fifty-one percent [51%] owned by a woman, or women, who also control and operate the business. "Control" in this context means making policy decisions. "Operate" in this context means actively carrying on day to day management

**HANDICAPPED:** At least fifty-one percent [51%] owned by a person or persons with an orthopedic, otic [hearing], optic [visual], or mental impairment which substantially limits one or more of their major life activities.

**LOCAL BUSINESS:** A business with a Tier 1 or Tier 2 principal place of business within in incorporated city limits of El Paso, Texas.

**HUB [HISTORICALLY UNDERUTILIZED BUSINESS]:** A Business Enterprise, which has been granted a Certificate by the State of Texas, as a Historically Underutilized Business. The City of El Paso utilizes information on Historically Underutilized Businesses (HUB), from the State of Texas Comptroller of Public Accounts (CPA), HUB Program, 1711 San Jacinto Ave, P.O. Box 13186, Austin, Texas 78711. The City encourages you to contact the State if you feel you may qualify.

I certify that the foregoing information is a full, true and correct statement of the facts.

\_\_\_\_\_  
Signature of Person Authorized to Sign Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**City Of El Paso  
Purchasing & Strategic Sourcing Department**

**NON-COLLUSION AND BUSINESS DISCLOSURE AFFIDAVIT**

**THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE**

Before me, the undersigned official, on this day, personally appeared \_\_\_\_\_, a person known to me to be the person whose signature appears below; whom after being duly sworn upon his/her oath deposed and said:

1. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit.
2. I am a duly authorized representative of the following company or firm (the "Offeror") which is submitting a response to 2015-707R LIBRARY SELF-SERVICE CHECKOUT MACHINES – LIBRARY DEPARTMENT:

\_\_\_\_\_ (Name of Offeror).

3. **BY SUBMITTING THIS BID, I CERTIFY THAT OFFEROR AND ITS AGENTS, OFFICERS OR EMPLOYERS HAVE NOT DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENTS, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FREE COMPETITIVE BIDDING IN CONNECTION WITH THIS PROPOSAL OR WITH ANY CITY OFFICIAL.**

4. I have listed in **Paragraph 10** below all the names the Offeror uses and has used in the past and certify that I have disclosed all such names, including any assumed (DBA) names.

5. **Certificate of Organization.** In completing this Affidavit, I have attached a copy of the organization certificate issued by the Secretary of State of the state in which the company was organized (i.e. Certificate of Formation, Certificate of Good Standing, Statement of Operation or Registration and/or a copy of Assumed Name Certificate if the Offeror/Offeror used a trade name in the Solicitation documents is other than the name under which company was organized).

6. **Material Change in Organization or Operation.** *Except as described in **Paragraph 10** below*, I certify that Offeror is not currently engaged nor does it anticipate that it will engage in any negotiation or activity that will result in the merger, transfer of organization, management reorganization or departure of key personnel within the next twelve (12) months that may affect the Offeror's ability to carry out the contract with the City of El Paso.

7. **Debarment/Suspension.** *Except as described in **Paragraph 10** below*, I certify that Offeror and its subcontractors, officers or agents are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any covered transactions by any federal, state or local department or agency. If such an event has occurred, state in **Paragraph 10** below, the reason for or the circumstances surrounding the debarment or suspension, including but, not limited to, the name of the governmental entity, the period of time for such debarment or suspension and provide the name and current phone number of a governmental contact person familiar with the debarment or suspension.

I understand the Offeror is obligated to immediately inform the City in the event that the Offeror is included in such a debarment/suspension list during the performance of this Contract with the City of El Paso.

8. **Default/Termination of Contracts.** *Except as described in **Paragraph 10** below*, I certify that, within the last 24 months, there are no Contract(s) between the Offeror and a governmental entity that have been terminated, with or without the Offeror's default. If such a contract has been terminated within the last 24 months, state in **Paragraph 10** below the reason for or circumstances surrounding the termination.

9. **Taxpayer Identification.** In completing this Affidavit, I have also attached a copy of a completed Form W-9 that shows the Offeror's taxpayer identification number (Employer Identification Number or Social Security Number). I understand that failure



to provide this information may require the City to withhold 20% of payments due under the contract and pay that amount directly to the IRS.

10. Additional Information (state the number of paragraph above which corresponds to the information provided)

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*(Attach additional pages if needed)*

***Attached are the following:***

Certificate of Organization (required by **Paragraph 5**)

Taxpayer Identification (required by **Paragraph 9**)

**I understand that by providing false information on this Affidavit, I could be found guilty of a Class A misdemeanor or state jail felony under the Texas Penal Code, Section 37110. In addition, by providing false information on this Affidavit, the Offeror it could be considered not responsible on this and future solicitations, and such determination could result in the discontinuation of any/all business or contracts with the Offeror by the City of El Paso.**

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Commission Expires



**City Of El Paso  
Purchasing & Strategic Sourcing Department**

**INDEBTEDNESS AFFIDAVIT**

**THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ [FULL NAME] (hereafter “**Affiant**”), a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed stated as follows:

1. Affiant is authorized and competent to give this affidavit and has personal knowledge of the facts and matters herein stated.
2. Affiant is an authorized representative of the following company or firm: \_\_\_\_\_  
[Contracting Entity’s Corporate or Legal Name] (hereafter, “**Contracting Entity**”).
3. Affiant is submitting this affidavit in response to the following bid: *Solicitation No. 2015-707R LIBRARY SELF-SERVICE CHECK-OUT MACHINES – LIBRARY DEPARTMENT*, which is expected to be in an amount that exceeds \$50,000.00.
4. Contracting Entity is organized as a business entity as noted below (check box as applicable):

**For Profit Entity (select below):**

- ☐ Sole Proprietorship
- ☐ Corporation
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Joint Venture
- ☐ Limited Liability Company
- ☐ Other (Specify type in space provided below):  
\_\_\_\_\_

**For Non-Profit Entity or Other (select below):**

- ☐ Non-Profit Corporation
- ☐ Unincorporated Association

5. The information shown below is true and correct for the Contracting Entity. If Contracting Entity is a sole proprietorship or partnership, list all owners of 5% or more of the Contracting Entity. Where the Contracting Entity is an unincorporated association, the required information has been shown for each officer. [Note: In all cases, use FULL name, business and residence addresses and telephone numbers.]

**Contracting Entity:**

Name	
Business Address [No./Street]	
City/State/Zip Code	
Telephone Number	
Resident Address (if applicable)	
City/State/Zip Code	
Telephone Number	
Federal Tax ID Number	
Texas Sales Tax Number	

**5% Owner(s) or Officers of Unincorporated Association \*\* (If none, state "None"):**

Name	
Business Address [No./Street]	
City/State/Zip Code	
Telephone Number	
Resident Address (if applicable)	
City/State/Zip Code	
Telephone Number	

\*\*Attach additional pages if necessary to supply the required names and addresses.

6. Affiant understands that in accordance with Ordinance No. 016529 of the City of El Paso (the "**City**"), the City may refuse to award a contract to or enter into a transaction with Contracting Entity that is an apparent low Offeror or successful Offeror that is indebted to the City.
7. Affiant understands that the term "**Debt**" shall mean any sum of money, which is owed to the City by a Contracting Entity, Owner, or Vendor, that exceeds one hundred dollars (\$100.00) and that has become Delinquent, as defined hereinafter. Such Debt shall include but not be limited to: (i) property taxes; (ii) hotel/motel occupancy taxes; and (iii) license and permit fees.
8. Affiant understands that the term "**Delinquent**" shall mean any unpaid Debt that is past due for sixty (60) days or more and, which is not currently subject to challenge, protest, or appeal.
9. Affiant represents that to the best of its knowledge, the Contracting Entity is not indebted to the City in any amounts as described in Item No. 7 above, as of the date of the submittal. If the Contracting Entity is indebted to the City, the following represents the type and estimated amount of indebtedness:

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10. If the Contracting Entity is indebted to the City, describe any payment arrangements that have been entered into to settle the Debt.

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11. In the event that the City refuses to do business with a Contracting Entity due to any indebtedness listed above or as determined by the City Financial Services Department, the Contracting Agency may appeal this determination in accordance with the appeal regulations in Ordinance 016529.

**Affiant certifies that he is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein; and that the information provided herein is true and correct to the best of Affiant's knowledge and belief. Affiant understands that providing false information on this form shall be grounds for debarment and discontinuation of any/all business with the City of El Paso.**

SUBSCRIBED AND SWORN to before me on this

\_\_\_\_\_  
Signature

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Commission Expires

**CITY OF EL PASO PURCHASING DEPARTMENT  
VENDOR INFORMATION FORM**

**This form must be accompanied by an IRS Form W-9 and Conflict of Interest Questionnaire.**

\_\_\_ Add \_\_\_ Update \_\_\_ Inactivate \_\_\_ Vendor \_\_\_ Contractual Employee \_\_\_ City of El Paso Employee

Send To: Suky Flores, Sr. Office Asst. – Purchasing Telephone #: 915-541-4179 Fax #: 915-541-4347

From: Name: \_\_\_\_\_ City Department: \_\_\_\_\_ Tel. # \_\_\_\_\_

**VENDOR SALES ADDRESS:** If same as W-9 check box ☐

Company Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Web Page: \_\_\_\_\_

**VENDOR STATUS:**

- (Yes \_\_\_) (No \_\_\_) Small business concern (Less than \$1,000,000.00 Annual Receipts or 100 employees.)
- (Yes \_\_\_) (No \_\_\_) Disadvantage business concern (At least 51% owned by one or more socially disadvantaged individuals; or, a publicly-owned business at least 51% of the stock owned by one or more of such individuals.) If your company is certified please send us a photo copy. We must have an updated copy of the certificate on file. DBES include (Please mark one:)
- ( \_\_\_ ) Black Americans ( \_\_\_ ) Hispanic Americans
- ( \_\_\_ ) Native Americans ( \_\_\_ ) Asian-Pacific Americans
- (Yes \_\_\_) (No \_\_\_) Woman-owned business (At least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.)
- (Yes \_\_\_) (No \_\_\_) Handicapped (At least 51% owned by a person or persons with an orthopedic, hearing, mental or visual impairment which substantially limits one of more of his/hers/their major life activities.)
- (Yes \_\_\_) (No \_\_\_) Local business enterprise (At least 51% of which is owned by a resident or residents of El Paso County and the principal place of business is in El Paso County.)
- (Yes \_\_\_) (No \_\_\_) Hub (Historically underutilized business) If your company is certified please send us a photo copy. We need to have an updated copy of the certificate on file.

**CITY OF EL PASO EMPLOYEES** (IRS-Withholding not required for the following items)

\_\_\_ Pension \_\_\_ Refund \_\_\_ Mileage \_\_\_ Reimbursement \_\_\_ Settlement \_\_\_ Travel Request \_\_\_ Tuition Reimbursement

**CONTRACTUAL EMPLOYEES OR VENDORS**

- Based on W-9, Individual/Sole Proprietor or Partnership are marked as withholding. Corporation is not marked as withholding.
- Vendors for Rent, Medical Services, Attorney Fees are **always** marked as withholding, even if they are a Corporation

**IRS-Withholding required information – Mark one of the following which applies to the type of payment that will be made to the vendor: (Incomplete forms will be returned to requester),**

___ Wages (Withholding / Default Class 7)	___ Juror (No Withholding / No Default Class)
___ Goods (No Withholding / No Default Class)	___ Services (Withholding / Default Class 7)
___ Settlement / Attorney Proceeds (Withholding / Default Class 14)	___ Rental Property (Withholding / Default Class 1)
___ Medical & Healthcare (Withholding / Default Class 6)	___ Stipend (No Withholding / No Default Class)
___ Garnishment Vendor (No Withholding / No Default Class)	___ Corporation (No Withholding / No Default Class)

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
				-			-		
<b>Employer identification number</b>									
				-					

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

☐

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

## CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

- 5** Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐

Yes

☐

No

- B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐

Yes

☐

No

- C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

- D. Describe each affiliation or business relationship.

- 6** Describe any other affiliation or business relationship that might cause a conflict of interest.

**7**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date



**City of El Paso**  
**ACCOUNTS PAYABLE**  
**DIRECT DEPOSIT SIGN-UP FORM**

This form is used to collect important information to enroll, update or change your Direct Deposit request. Please complete and return to the Purchasing & Strategic Sourcing Department; see contact information provided below. For assistance, please call 915-212-1185.

**Part I – Vendor / Employee Information**

Name of Payee (Print): \_\_\_\_\_  
Federal Taxpayer ID Number or Employee KRONOS ID#: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_  
Telephone/E-mail: \_\_\_\_\_

**Part II – Direct Deposit Information**

Action Requested: ☐ Start Direct Deposit ☐ Stop Direct Deposit ☐ Change Direct Deposit  
Name of Financial Institution: \_\_\_\_\_  
Routing Number (must be nine digits): \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Account Type: ☐ Checking ☐ Savings

*For convenience, you may attach a voided check.*

*Do not use a deposit slip as some banking institutions do not display the correct routing number on deposit slips.*

**Part III – Terms and Conditions**

I hereby authorize and request the City of El Paso to initiate credit entries and if necessary, a debit entry in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error, to my account at the financial institution named. The electronic payment is to remain in effect until withdrawn by written notification to the City of El Paso. Funds that are sent to a closed bank account are returned by the banking institutions within five (5) business days. Re-issued payments will be made when funds are returned to City of El Paso.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Purchasing & Strategic Sourcing Department  
300 N. Campbell, 1<sup>st</sup> floor – EL PASO TX 79901  
Fax 915-212-0044  
Email: MatamorosML@elpasotexas.gov







## **ATTACHMENT A**

### **CONTRACT CLAUSES**

#### **1. TYPE AND TERM OF CONTRACT**

This is a Best Value Contract under which the City shall order all of its supplies and/or services described in Section A from the successful bidder, hereinafter referred to as the Contractor, for the duration of the contract.

In the event the City has not obtained another service contractor by the expiration date of the term contract, the City, at its discretion, may extend the contract on a month-to-month basis not to exceed six (6) months until such time as a new contract is awarded.

The term of this agreement shall be for SIXTY (60) MONTHS commencing on the date the Contractor receives a written NOTICE OF AWARD. Delivery of the NOTICE OF AWARD shall be by Email or US Postal Service.

#### **2. INVOICES & PAYMENTS**

- A. The Contractor will submit invoices, in single copy, on each contract after each delivery. Invoices covering more than one purchase order will not be accepted.
- B. Invoices will be itemized, including serial number of unit; transportation charges, if any, will be listed separately.
- C. Invoices will reflect the Contract Number and the Purchase Order Number.
- D. Do not include Federal Tax, State Tax, or City Tax. The City will furnish a tax exemption certificate upon request.
- E. Discounts will be taken from the date of receipt of goods or date of invoice, whichever is later.
- F. A copy of the bill of lading and the freight waybill when applicable will be attached to the invoice.
- G. Payment will not be due until the above instruments are submitted after delivery and acceptance.
- H. Mail invoices to the City Department indicated in the Invoice Instructions set forth on the Purchase Order.
- I. Contractor shall advise the Comptroller of any changes in its remittance addresses.

#### **3. CONTRACTUAL RELATIONSHIP**

Nothing herein will be construed as creating the relationship of employer and employee between the City and the Contractor or between the City and the Contractor's employees. The City will not be subject to any obligations or liabilities of the Contractor or his employees incurred in the performance of the contract unless otherwise herein authorized. The Contractor is an independent Contractor and nothing contained herein will constitute or designate the Contractor or any of his employees as employees of the City. Neither the Contractor nor his employees will be entitled to any of the benefits established for City employees, nor be covered by the City's Workers' Compensation Program.

- 4. INDEMNIFICATION [Rev. 04-15-99] [Rev. 01-04-04]**  
**Contractor or its insurer will INDEMNIFY, DEFEND AND HOLD the City, its officers, agents and employees, HARMLESS FOR AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE, (INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND COSTS) FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY, OR ANY ILLNESS, INJURY, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICES, OR DEATH TO ANY PERSON ARISING OUT OF OR RELATED TO THIS AGREEMENT. Without modifying the conditions of preserving, asserting or enforcing any legal liability against the City as required by the City Charter or any law, the City will promptly forward to Contractor every demand, notice, summons or other process received by the City in any claim or legal proceeding contemplated herein. Contractor will 1) investigate or cause the investigation of accidents or occurrences involving such injuries or damages; 2) negotiate or cause to be negotiated the claim as the Contractor may deem expedient; and 3) defend or cause to be defended on behalf of the City all suits for damages even if groundless, false or fraudulent, brought because of such injuries or damages. Contractor will pay all judgments finally establishing liability of the City in actions defended by Contractor pursuant to this section along with all attorneys' fees and costs incurred by the City including interest accruing to the date of payment by Contractor, and premiums on any appeal bonds. The City, at its election, will have the right to participate in any such negotiations or legal proceedings to the extent of its interest. The City will not be responsible for any loss of or damage to the Contractor's property from any cause.**

#### **5. GRATUITIES**

The City may, by written notice to the Contractor, cancel this contract without liability to Contractor if it is determined by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the City of El Paso with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making or any determinations with respect to the performing of such a contract. In the event this contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.

## 6. WARRANTY-PRICE

- A. The price to be paid by the City will be that contained in the Contractor's bid which the Contractor warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by this contract for similar quantities under similar or like conditions and methods of purchase. In the event Contractor breaches this warranty the prices of the items will be reduced to the Contractor's current prices on orders by others, or in the alternative, the City may cancel this contract without liability to Contractor for breach or Contractor's actual expense.
- B. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the City will have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

## 7. RIGHT TO ASSURANCE

Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) calendar days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

## 8. TERMINATION [Rev. 06/07/97]

### A. Termination for Convenience

The City of El Paso may terminate this contract, in whole or in part, at any time by written notice to the Contractor. The Contractor will be paid its costs, including the contract close out costs, and profit on work performed up to the time of termination. The Contractor will promptly submit its termination claim to the City of El Paso to be paid the Contractor. If the Contractor has any property in its possession belonging to the City of El Paso, the Contractor will account for the same, and dispose of it in the manner the City of El Paso directs.

### B. Termination for Default

If the Contractor fails to comply with any provision of the contract the City of El Paso may terminate this contract for default. Termination shall be effected by serving a notice of intent to terminate the contract setting forth the manner in which the Contractor is in default. The Contractor will be given an opportunity to correct the problem within a reasonable time before termination notice is rendered. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. The City shall have the right to immediately terminate the Contract for default if the Contractor violates any local, state, or federal laws, rule or regulations that relate to the performance of this Agreement.

## 9. ADDITIONAL REMEDIES [New 12/96]

If the City terminates the contract because the Contractor fails to deliver goods as required by the contract, the City shall have all of the remedies available to a buyer pursuant to the *UNIFORM COMMERCIAL CODE* including the right to purchase the goods from another vendor in substitution for those due from the Contractor. The cost to cover shall be the cost of substitute goods determined by informal or formal procurement procedures as required by the Local Government Code. The City may recover the difference between the cost of cover and the contract cost by deducting the same from amounts owed to Contractor for goods delivered prior to termination or any other lawful means.

## 10. TERMINATION FOR DEFAULT BY CITY [Rev. 06/09/97]

If the City fails to perform any of its duties under this contract, Contractor may deliver a written notice to the Purchasing Manager describing the default, specifying the provisions of the contract under which the Contractor considers the City to be in default and setting forth a date of termination not sooner than 90 days following receipt of the Notice. The Contractor at its sole option may extend the proposed date of termination to a later date. If the City fails to cure such default prior to the proposed date of termination, Contractor may terminate its performance under this Contract as of such date.

## 11. FORCE MAJEURE [Rev. 06/07/97]

If, by reason of Force Majeure, either party hereto will be rendered unable wholly or in part to carry out its obligations under this Contract then such party will give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, will be suspended for only thirty (30) days during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party will try to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, will mean acts of God, strikes, lockouts, or other industrial disturbances, acts of public enemies, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals. It is understood and agreed that the settlement of strikes and lockouts will be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure will be remedied with all reasonable dispatch will not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty. If a party is unable to comply with the provisions of this contract by reason of Force Majeure for a period beyond thirty days after the event or cause relied upon, then upon written notice after the thirty (30) days, the affected party shall be excused from further performance under this contract.

## 12. ASSIGNMENT-DELEGATION

No right or interest in this contract will be assigned or delegation of any obligation made by the Contractor without the written permission of the City. Any attempted assignment or delegation by the Contractor will be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

### 13. WAIVER

No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

### 14. INTERPRETATION-PAROL EVIDENCE

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade will be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract will not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this contract, the definition contained in the Code is to control.

### 15. APPLICABLE LAW

The law of the State of Texas will control this contract along with any applicable provisions of Federal law or the City Charter or any ordinance of the City of El Paso.

### 16. ADVERTISING

Contractor will not advertise or publish, without the City's prior consent, the fact that the City has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

### 17. AVAILABILITY OF FUNDS

The awarding of this contract is dependent upon the availability of funding. In the event that funds do not become available the contract may be terminated or the scope may be amended. A 30-day written notice will be given to the vendor and there will be no penalty nor removal charges incurred by the City.

### 18. VENUE

Both parties agree that venue for any litigation arising from this contract will lie in El Paso, El Paso County, Texas.

### 19. ADDITIONAL REMEDY FOR HEALTH OR SAFETY VIOLATION

If the Purchasing Director determines that Contractor's default constitutes an immediate threat to the health or safety of City employees or members of the public he may give written notice to Contractor of such determination giving Contractor a reasonable opportunity to cure the default which shall be a period of time not less than 24 hours. If the Contractor has not cured the violation within the time stated in the notice, the City shall have the right to terminate the contract immediately and obtain like services as necessary to preserve or protect the public health or safety from another vendor in substitution for those due from the Contractor at a cost determined by reasonable informal procurement procedures. The City may recover the difference between the cost of substitute services and the contract price from Contractor as damages. The City may deduct the damages from Contractor's account for services rendered prior to the Notice of Violation or for services rendered by Contractor pursuant to a different contract or pursue any other lawful means of recovery. The failure of the City to obtain substitute services and charge the Contractor under this clause is not a bar to any other remedy available for default.

### 20. COMPREHENSIVE GENERAL LIABILITY INSURANCE

For the duration of this contract and any extension hereof, Contractor shall carry in a solvent company authorized to do business in Texas, comprehensive general liability insurance in the following amounts:

\$1,000,000.00 – Per Occurrence  
\$1,000,000.00 – General Aggregate  
\$1,000,000.00 – Products/Completed Operations-Occurrence & Aggregate

With respect to the above-required insurance, the City of El Paso and its officers and employees shall be named as additional insured as their interests may appear. The City shall be provided with sixty (60) calendar days advance notice, in writing, of any cancellation or material change. The City shall be provided with certificates of insurance evidencing the above required insurance prior to the commencement of this contract and thereafter with certificates evidencing renewal or replacement of said policies of insurance at least fifteen (15) calendar days prior to the expiration or cancellation of any such policies.

Notices and Certificates required by this clause shall be provided to:

City of El Paso  
Purchasing & Strategic Sourcing Department  
300 N. Campbell, 1<sup>st</sup> Floor  
El Paso, Texas 79901-1153  
Attn: TERRENCE FREIBURG, PURCHASING AGENT

Please refer to Bid Number/Contract Number and Title in all correspondence.

**Failure to submit insurance certification may result in contract cancellation.**

### 21. WORKERS' COMPENSATION

For the duration of this contract and any extension hereof, Contractor shall carry Workers' Compensation and Employers' Liability Insurance in the amount required by Texas law: \$500,000.00. Out-of-state Contractors that provide goods through US mail, UPS, etc. are exempt from this requirement.

### 22. CONTRACT ADMINISTRATION

The point of contact for the administration of this Contract, on behalf of the City of El Paso, is:

TERRENCE FREIBURG  
PURCHASING AGENT  
Telephone: (915) 541- 1190  
Fax: (915) 541-4347  
Email: FREIBURGTX@elpasotexas.gov

Mail correspondence should be addressed to:

City of El Paso  
Purchasing & Strategic Sourcing Department  
300 N. Campbell, 1<sup>st</sup> Floor  
El Paso, TX 79901-1153  
Attn: TERRENCE FREIBURG, PURCHASING AGENT

Please refer to Bid Number/Contract Number and Title in all correspondence.

## 23. COMPLIANCE WITH NON-DISCRIMINATION LAWS

The Contractor agrees that it, its employees, officers, agents, and subcontractors, will comply with all applicable federal and state laws and regulations and local ordinances of the City of El Paso in the performance of this Contract, including, but not limited to, the American with Disabilities Act, the Occupational Safety and Health Act, or any environmental laws.

The Contractor further agrees that it, its employees, officers, agents, and subcontractors will not engage in any employment practices that have the effect of discriminating against employees or prospective employees because of sex, race, religion, age, disability, ethnic background or national origin, or political belief or affiliation of such person, or refuse, deny, or withhold from any person, for any reason directly or indirectly, relating to the race, gender, gender identity, sexual orientation, color, religion, ethnic background or national origin of such person, any of the accommodations, advantages, facilities, or services offered to the general public by place of public accommodation.

## 24. RIGHT TO AUDIT

The Contractor agrees that the City shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine and copy any directly pertinent books, computer and digital files, documents, papers, and records of the Contractor involving transactions relating to this Contract. Contractor agrees that the City shall have access during normal working hours to all necessary Contractor facilities, and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. The City shall give Contractor reasonable advance notice of intended audits. The City will pay Contractor for reasonable costs of any copying the City performs on the Contractor's equipment or requests the Contractor to provide. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

The Contractor agrees that it will include this requirement into any subcontract entered into in connection with this Contract.

## 25. COOPERATIVE PURCHASING

When stated specifically in the solicitation, the City of El Paso may participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies or agencies of the State of Texas for the purpose of combining requirements to increase the efficiency or reduce administrative expenses. The Contractor must deal directly with each participating governmental entity named in the solicitation concerning the placement of orders, issuance of the purchase order, insurance certificates, contractual disputes, invoicing and payment or any other terms or conditions the participating agency may require. The actual utilization of this contract award by the participating governmental entity is at the sole discretion of that participating entity.

The City of El Paso is acting on behalf of the participating governmental agency for the sole purpose of complying with Texas competitive bidding requirements and shall not be held liable for any costs, damages, etc. incurred by the Contractor with regard to any purchase by the participating agency. The City of El Paso shall be legally responsible only for payment for goods and services in the quantities detailed in the City's own purchase order or contract.

